

FINAL DSA Advisory Board Minutes of 3/19/04

Division of the State Architect Advisory Board

Minutes of Meeting
Friday, March 19, 2004
9:00 a.m. to 3:30 p.m.

California Community Colleges Building
1102 Q Street, Meeting Rooms 3A & 3B
Sacramento, California

DSA Advisory Board Members Present

Lowell Shields, Chair
Art Ross, Vice Chair
Gale Bate
Paul Beyl, Jr.
Stephan Castellanos
Robert Dyson
Stephanie Gonos
Kennith Hall
Charles Higuera
Mike Modugno
Richard "Pete" Peterson
John Paul Scott
Dennis Shallenberger
David Smith
Jim Ward

State Representatives Present

Duwayne Brooks, Dept. of Education
Henry Reyes, Seismic Safety Commission
Chris Wills, California Geological Survey
John Woods, State Fire Marshal's Office
Gin Yang-Staehlin, Community Colleges

DSA Staff Present

John Baca
Dennis Bellet
Nat Chauhan
Richard Conrad
Susan Georges
Dan Levernier
Michael Mankin
Aaron Noble
David Noronha
Dan Rasmussen
Howard "Chip" Smith
Bob Tetz
John Vester

Others Present

Susan Barnhill, CDR
Edward Chandler, DMV
Chris Lawrence, HMC Architects
Terelle Terry, Gray Panthers
Robert Wiblo, Nat'l Conf. of States on
Building Codes and Standards
Fred Yeager, Dept. of Education

Board Members Absent

Kerry Clegg
Ed Darden
Richard Henry
JoAnn Koplin

Call to Order and Introductions

- 1
- 2
- 3 DSA Advisory Board Chair Lowell Shields called the meeting to order at 10:00 a.m. and
- 4 welcomed all participants. Mr. Shields thanked Vice Chair Art Ross for chairing the
- 5 Board's last quarterly meeting in November. He also expressed his appreciation to Ms.
- 6 JoAnn Koplin, Mr. Pete Peterson, Mr. Jim Bush, and Mr. Jim Hackett for their work in
- 7 organizing their presentation at the CASH Annual Conference in February and noted
- 8 copies of the workshop presentations are available from CASH upon request.
- 9
- 10 Mr. Shields commended Mr. Howard "Chip" Smith for serving as the Board's interim
- 11 director since Ms. Heerhartz retired in May 2003. He noted Mr. Smith is very busy with
- 12 code development issues and thanked him for the time he spent working on DSA

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1 Advisory Board activities. He then introduced Mr. John Vester, the Board's new interim
2 director.

3
4 Mr. Shields expressed his appreciation to the Board and staff for their hard work over
5 the past several months. He noted the change in the state's administration and budget
6 constraints have presented challenges, and noted the Board persevered and continued
7 to make substantial progress.

8
9 DSA Advisory Board members, staff, and guests introduced themselves.

10
11 Mr. Shields welcomed new Board member John Paul Scott, Chair of the Universal
12 Design Committee, and noted Mr. Richard Skaff resigned from the Board last summer
13 due to work demands and commitments.

14
15 Mr. Shields stated Mr. Bruce Magnani is unable to present his legislative report until the
16 afternoon session, and noted that the agenda will be modified, moving that report to the
17 afternoon session.

DSA Advisory Board Quarterly Meeting Report **November 6, 2003**

18
19
20 Mr. Shields drew attention to the quarterly meeting report of the Advisory Board and
21 welcomed comments.

22
23
24
25 **Mr. Gale Bate made a motion, seconded by Mr. Kenneth Hall, to approve the**
26 **minutes of the November 6 quarterly meeting.**

27
28 Mr. Dennis Shallenberger noted on Page 5, Lines 48 and 49 it should be clarified to
29 state a registered geotechnical engineer is required to prepare geotechnical or soils
30 reports, and a certified engineering geologist is required to prepare geologic hazards
31 reports.

32
33 Mr. Shallenberger noted Line 35 on Page 4 indicates Mr. Scott made a request "to the
34 executive committee and the Advisory Board." Board members agreed to delete the
35 words "the executive committee and."

36
37 Board members noted Mr. Scott should be listed as among those present in the roster.

38
39 Mr. Bob Dyson pointed out the reference to "NFA 5000" in Line 32 on Page 3 should be
40 changed to "NFPA 5000."

41
42 Mr. Peterson noted Line 46 on Page 3 refers to "playgrounds and playground
43 accessibility." He said the Universal Design Committee determined that the correct
44 terminology should be "play areas," and he recommended changing the wording
45 accordingly.

46
47 **Without objection, the minutes of the November 6, 2003 quarterly meeting were**
48 **approved unanimously as amended.**

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Universal Design Committee Meeting Report

November 5, 2003

Committee Chair John Paul Scott reported that the Committee met November 5 to define its structure and proposed membership. He recommended that the Board authorize a Committee of 13 standing members, plus one additional member, Peter Margen, who currently serves as a code resource person under contract to NFPA. Mr. Scott said the composition of the Committee, including four Board members, will be chosen to represent a wide range of expertise related to Universal Design.

Mr. Scott noted the Committee's current plan is to focus on three basic tasks:

1) Serve as a brainstorming, research, and analysis group for DSA to look at the development of the new Accessibility Code for California and its lateral organization with other standards and portions of existing Code;

2) Review and comment on emerging DSA policies; and

3) Address issues raised by the public and the Committee regarding issues such as play areas and the use of engineered wood fiber, safety in design, and DSA's plan review and inspection process as it relates to Universal Design. Mr. Scott said the Committee will advise DSA on relevant Universal Design-related issues regarding the appeals process.

Mr. Shallenberger noted the Inspector Committee previously addressed whether that Committee should establish its own appeals process for complaints regarding inspections, and noted the Committee concluded that the DSA and DSA Advisory Board's existing appeals process is sufficient.

Mr. Shields encouraged Mr. Scott and the Universal Design Committee to discuss the appeals issue as it related to Universal Design. He noted appeals are more likely to arise in the Universal Design area, so it may be advisable to create a standing appeals subcommittee of the Universal Design Committee to provide necessary expertise and consistency in this area. He then welcomed recommendations from the Board and other meeting participants.

Mr. Michael Mankin, DSA commented that although there have been no appeals on accessibility issues to date, DSA treats Access Compliance as a matter of interpretation, and noted DSA's guidelines have also guided local jurisdictions regarding these matters. Mr. Shields emphasized the importance of having clear rules that can be understood by all parties and applied consistently.

Mr. Peterson cited a negligent design lawsuit regarding a properly constructed wheelchair ramp in the Alta Loma School District recently settled out of court for approximately \$11,500. Including attorneys' fees, the school district expended approximately \$25,000 on this case alone.

Ms. Stephanie Gonos said she understood DSA's past practice was to refer those school accessibility complaints that are unresolved at the regional level to DSA headquarters, to Mr. Dennis Bellet's attention, and if the matter remains unresolved it is directed to the Advisory Board if warranted. Mr. Shields confirmed that the process Ms. Gonos described remains in place.

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1 Mr. Shields commented that the goal of the appeals process is to resolve complaints
2 with DSA Regional Offices and Headquarters, with the Advisory Board participating as a
3 last resort. He said the existing appeals process is described on the DSA website.

4
5 **Mr. Scott made a motion, seconded by Mr. Shallenberger, to authorize the**
6 **Universal Design Committee to have 13 standing members, plus one NFPA**
7 **liaison, and proposed that all Universal Design Committee members would have**
8 **voting rights.**

9
10 Mr. Dyson asked if the Advisory Board would like to specify the number of Board
11 members that would serve on the Universal Design Committee. Mr. Scott said he was
12 open to a friendly amendment.

13
14 Mr. Dyson recommended five Board members.

15
16 Mr. Hall asked about the breakdown of the other eight members. Mr. Scott stated that
17 the other Committee members would be comprised of one each of the following: ADA
18 coordinator, public rights expert, disabled architect, accessibility advocate, construction
19 industry representative, building official, architect involved in school projects, and a
20 (Universal Design) signage and standards specialist.

21
22 Mr. Charles Higuera suggested that the Board Chair provide input as to the selection
23 of Universal Design Committee members. Mr. Shields stated he previously requested
24 Mr. Scott to provide him with a list of prospective members with a wide range of subject
25 matter expertise relevant to Universal Design. Mr. Shields then noted that this the only
26 standing committee of the Advisory Board at the present time.

27
28 Mr. Shields suggested that the current Policies and Procedures of the Advisory Board
29 be revised to reflect these changes. He noted the existing Policies and Procedures
30 require that the Committee Chair and a majority of Committee members be Board
31 members. Mr. Shields expressed his opinion that this exception is warranted for this
32 standing committee due to the depth & breadth of issues related to Universal Design.

33
34 Mr. Thomas Shih recommended selecting a CALBO member as the building official
35 representative. Mr. Shields acknowledged that CALBO had already submitted a letter
36 to the State Architect requesting CALBO's representation on the Universal Design
37 Committee.

38
39 Mr. Scott suggested the motion be amended to include the condition that these changes
40 are subject to the necessary changes to the Board's Policies and Procedures. Mr.
41 Shallenberger accepted the amendment.

42
43 Mr. Shields noted the Universal Design Committee should discuss member terms at its
44 next Committee meeting. He said the Policies and Procedures Committee can work
45 with the Universal Design Committee to revise the current Policies and Procedures and
46 provide the Board with its proposed changes at the next quarterly Advisory Board
47 meeting.

48
49 Mr. Mike Modugno recommended that a design professional that is a Board member
50 also serve on the Committee.

51
52 **Without objection, the motion was carried unanimously as amended.**

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Mr. Scott made a motion, seconded by Mr. Dyson, to approve the minutes of the November 5 Universal Design Committee meeting.

Mr. Thomas Shih noted the name "Dean Martinez" should be replaced with "Dave Martinez" in the November 5 Universal Design Committee meeting minutes.

Without objection, the minutes of the November 5 meeting were unanimously approved as amended.

Policies and Procedures Committee Meeting Report **November 5, 2003**

Committee Chair Lowell Shields said the Committee concentrated its discussion primarily on the appeals process and on the ratio of board members and non-board members to serve on the Universal Design Committee.

Mr. Shields noted the first appeal went fairly well and resulted in a good resolution. Following the appeal hearing, he stated Mr. John Brakke, DGS Legal Counsel, met with him (via teleconference) and DSA staff to debrief the current process and to offer some options for the Committee and Board to consider which would adhere to the intent of the appeal process, but provide for greater streamlining and efficiency. Mr. Shields said the Committee discussed various options during the meeting and will continue this discussion at the next Policies and Procedures Committee meeting.

Mr. Shields noted the Committee also discussed and agreed to retain the requirement that Committee Chairs must be Board members. Mr. Shields noted the Committee approved a motion to allow a majority of non-Board members to serve on the Universal Design Committee.

Mr. Shallenberger made a motion, seconded by Mr. Hall, to accept the Policies and Procedures Committee report. Without opposition, the motion was carried unanimously.

Building Standards Committee Meeting Report **November 6, 2003**

Committee Chair Tom Shih asked Mr. Gale Bate, Vice Chair, to provide the report.

Mr. Bate stated that the Committee met November 6 and received an update from Mr. Howard "Chip" Smith on the code change process and DSA's plans for the 2003 code adoption cycle. He said DSA submitted its emergency regulations to the Building Standards Commission as planned.

Mr. Bate drew attention to Line 11 on Page 2 of the Committee minutes to clarify the Building Standards Committee "selected" rather than "adopted" the codes, and suggested that the November 6 minutes be changed to reflect this.

Mr. Bate said the Committee discussed DSA's product approval process and how it would be impacted by the implementation of NFPA 5000. DSA staff indicated a similar approval process will be developed for the new code.

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1 Mr. Bate complimented Mr. Chip Smith for the informative code process updates
2 provided to the Committee.

3
4 Mr. Shields noted the Building Standards Committee serves as an important sounding
5 board for DSA staff in their efforts to identify key issues associated with the code
6 conversion process. He challenged all Committee Chairs to raise issues for
7 consideration by the Board and the DSA technical staff and encouraged all committees
8 to include this this during the next meeting cycle.

9
10 Mr. Dyson noted the previous (August 28, 2003) Building Standards Committee meeting
11 minutes were previously approved during the November 6 quarterly Board meeting.
12 **(NOTE: The 11/6 BSC meeting minutes were included in the full DSA AB quarterly**
13 **meeting minutes of 11/6/03. Approval of the BSC minutes secured via full Board**
14 **approval of the 11/6/03 meeting minutes. (See Agenda Item I, "DSA Quarterly**
15 **Meeting Report", above).**

16 17 Inspector Committee Meeting Report 18 **March 9, 2004**

19
20 Committee Chair Dennis Shallenberger reported that the Committee met to focus its
21 attention on long-term improvements to DSA's Inspection process. He said the
22 Committee began by developing and approving its mission statement. Mr.
23 Shallenberger suggested it may be helpful to consider changing the name of the
24 Committee to "Quality Assurance" or "Construction Oversight" and noted the proposed
25 name change will be discussed during the next Committee meeting.

26
27 Mr. Shallenberger noted the Committee discussed a number of issues with a central
28 theme surrounding the disciplining of inspectors, and the Committee concluded they
29 needed more information on the subject. The Committee discussed potential training
30 options for inspectors such as educational seminars, methods of assessing DSA's
31 workload, inspector exam, etc. Mr. Shallenberger noted the Committee reviewed DSA's
32 proposed Draft Circular A-2, which would allow OSHPD-certified inspectors to become
33 certified as DSA inspectors if certain criteria are met. The Committee passed a motion
34 that the Board recommend to DSA that OSHPD Class A Inspectors be recognized as
35 DSA Class 2 Inspectors, and that OSHPD Class B Inspectors be recognized as Class 3
36 or 4.

37
38 Mr. Shallenberger said the Committee asked DSA's technical staff to provide a
39 presentation for DSA's current inspection program.

40
41 Mr. Hall added that the committee also discussed the need to identify all the tasks
42 expected of inspectors in the field. Mr. Shallenberger said Mr. Castellanos had
43 suggested deferring further discussion of that topic until a consultant was on board who
44 could analyze those tasks.

45
46 Mr. Shields noted the recent appeal identified some elevator inspection issues that the
47 Inspection Committee needs to address. Mr. Shallenberger said the Board's legal
48 counsel should be present during that discussion. He noted the committee hopes to
49 schedule a meeting soon to talk about those issues.

50
51 Mr. Hall drew attention to Page 8, Lines 48 and 49, and clarified his intention was to
52 define the tasks to determine what is mandated by law, what is currently being done,

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and what should be done in the future.

Mr. Bate made a motion, seconded by Mr. Shallenberger, to accept the committee report. Without objection, the motion was carried unanimously.

State Architect Stephan Castellanos said an in-house group, headed by Mr. Conrad Lewis, is tackling the issues raised at the Inspector Committee meeting. He added that the group will look at how to assess needs, deliver appropriate training, and develop partnerships with other education providers.

At 11:00 a.m., the Board took a brief recess. Mr. Shields reconvened the meeting at 11:15 a.m.

DSA Work Plan for 2004 CBC Development

Mr. Howard (Chip) Smith reported that DSA's adaptive reuse regulations received final approval in January by the Building Standards Commission. He commended Mr. Jim Hackett and the staff for their hard work. He noted DSA had to obtain a Finance Department exemption from the executive order suspending all new regulations.

Mr. Smith said the first draft of the feasibility guidelines are posted on DSA's Web site and are available for public consumption. He noted the staff will continue to revise and update the guidelines, which cover structural issues; accessibility; mechanical, electrical, and plumbing systems; fire safety systems; and other advice about tackling existing buildings. He said DSA will be posting policies and procedures relating to adaptive reuse soon.

Mr. Smith provided an update on the stakeholder phase of DSA's code development process and identified ways the Board and its committees can be helpful. He said that since the last Building Standards Committee meeting in November, the governor ordered all state agencies to re-evaluate all regulations enacted since 1999, including any packages currently in the process. The agencies were mandated to assess fiscal and economic impact of new regulations, primarily on business and jobs creation. In response, DSA and other state agencies withdrew their 2003 annual code cycle packages in order to conduct the required re-evaluations.

Mr. Smith stated that DSA is in the process of conducting re-evaluations. Meanwhile, state agency submittals are due for the 2004 code cycle by August 2, 2004, so DSA plans to resubmit its package to the Building Standards Commission at that time and start the formal rulemaking process.

Mr. Smith noted that for the future, the Building Standards Commission is considering a proposal to change to an 18-month cycle instead of 12 months, because the annual cycle has not been working well.

Mr. Smith reported that on the accessibility front, DSA's certification package is pending before the U.S. Department of Justice. He said those changes are unlikely to make their way into the current code cycle.

Mr. Smith reviewed the flow chart and timeline for DSA's code adoption process. He noted the work plan covers the period beginning in July of 2003 and extending into 2007, and he commended the staff for the effort involved in identifying and planning key

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1 tasks. Mr. Smith described each phase of the process. He cautioned that the dates
2 may need to be adjusted, depending on the time the specific phases take.

3
4 Mr. Smith said DSA met with NFPA representatives and obtained their endorsement for
5 the basic plan. NFPA recommended shortening the stakeholder review phase
6 somewhat, and DSA will be looking at ways of streamlining the process without
7 compromising the underlying objectives. He drew attention to a chart describing all the
8 steps in the work plan. Mr. Smith added that having this "road map" will help focus and
9 guide DSA's activities.

10
11 Mr. Smith stated that DSA is still working within the initial planning phase of the process.
12 He added that the plan is not completely linear, so Phase II will begin before all the
13 Phase I tasks are completed, and some activities will carry over from one phase to
14 another. Mr. Smith noted that at some point in the future, the timing of the effectiveness
15 of the new code provisions will become an important issue.

16
17 Mr. Smith reported that the DSA staff is looking ahead to the stakeholder review phase
18 and planning that process. He emphasized the need to coordinate this activity with the
19 other state agencies responsible for developing code amendments. He noted California
20 as a whole will be producing a set of base amendments to the NFPA 5000 code, and
21 then the responsible state agencies (DSA, OSHPD, HCD, and the Building Standards
22 Commission) will propose amendments covering their areas of responsibility. Mr. Smith
23 added that drafting the base amendments is a monumental task, representing about 80
24 percent of the work.

25
26 Mr. Chris Wills commented that the NFPA 5000 contains no grading provisions, so
27 those requirements need to be included in the base amendments. He recommended
28 coordinating that effort with the California Geologic Survey and the California State
29 Mining and Geology Board.

30
31 Mr. Smith stated that the staff is in the process of creating a list of all key stakeholders.
32 He said the staff envisions the DSA Advisory Board serving as a forum for reviewing
33 and processing stakeholder input. He welcomed suggestions as to how best to
34 approach this task.

35
36 Mr. Castellanos recommended that the Board establish a committee to work with the
37 staff to develop a process for incorporating stakeholder input. He said Mr. Dennis Bellet
38 is currently working on a plan to draw on the regional offices' experience and expertise
39 as part of this effort.

40
41 Mr. Smith noted NFPA representatives and their consultants are producing draft base
42 amendments for each chapter of the code, and those products will need to undergo
43 technical and legal review by the staff.

44
45 Mr. Dyson asked about the possibility of the Building Standards Commission
46 reconsidering its decision to go with NFPA 5000. Mr. Smith noted there are two new
47 commissioners on the Building Standards Commission, so the political balance may be
48 shifting. Mr. Castellanos observed that there are many people working to reverse the
49 decision, but meanwhile, state agencies are going forward with their plans to implement
50 NFPA 5000 as the new model code.

51
52 Mr. Shields suggested focusing on how best to proceed. He proposed either

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1 establishing an ad hoc committee to work with the staff or referring the issue to the
2 Building Standards Committee to determine the next steps.

3
4 Mr. Smith expressed his opinion that DSA should have a detailed plan and process in
5 place by next fall. Mr. Shields suggested that the Board revisit the topic at the next
6 quarterly meeting. Mr. Bate recommended moving forward sooner than the next
7 meeting.

8
9 Mr. Castellanos cautioned that there may be a need for some stakeholder review of the
10 base document before next fall. He proposed leaving open the possibility of calling a
11 special meeting of the Board in the interim if DSA needs help with the review process.

12
13 After some discussion, Board members decided to refer the issue to the Building
14 Standards Committee for consideration at its next meeting. Mr. Shields requested that
15 the Building Standards Committee look at the process and come back to the Board with
16 recommendations regarding how best to proceed.

17
18 Mr. Shields thanked Mr. Smith for his presentation.

19
20 At 12:10 p.m., the meeting was recessed for lunch. Mr. Shields reconvened the
21 meeting at 1:15 p.m.

Interim Executive Director's Report

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23
24
25 Mr. Castellanos reported that DSA is in the process of recruiting a new executive
26 director and noted in the interim, Mr. John Vester has agreed to coordinate the DSA
27 Advisory Board's activities and manage stakeholder relations. Mr. Castellanos
28 expressed his appreciation to Mr. Vester for his willingness to accept this role.

29
30 Mr. Vester thanked Mr. Chip Smith for his assistance and guidance. He said he has
31 also been in communication with Ms. Heerhartz, who has generously given her time to
32 answer questions and provide information. He added that Ms. Heerhartz is doing very
33 well and sends her greetings to the Board.

34
35 Mr. Vester welcomed suggestions and ideas from Board members regarding future
36 agenda items and meetings. He said he plans to contact Committee Chairs within the
37 next few weeks to find out about Committee activities and accomplishments.

38
39 Mr. Vester expressed his desire to initiate some improvements and explore innovative
40 ways of doing business and mentioned that talks of establishing a website for the DSA
41 Advisory Board have resurfaced among the Stakeholder Unit, which includes DSA's
42 webmaster.

43
44 Mr. Shields expressed support once again for having a DSA Advisory Board website to
45 create a stronger presence and enhance the Board's visibility.

Background on Super-Partnering Forum

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48
49 Mr. Vester suggested it might be helpful to schedule joint meetings between some of
50 the Board's Committees and the Super-Partnering Forum, an advisory group of key
51 stakeholders and industry representatives.

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2004 CASH Highlights

Mr. Vester reported that the February CASH Conference featured two DSA workshops and four roundtable discussions. He said attendance was better this year, and the conference was very successful. Mr. Vester noted one of the DSA workshops focused on "The DSA Process Guide for Excellence in Public Schools". As a follow-up, materials will be posted on the DSA website by April 1. Mr. Vester invited Board members to submit materials they would like to see published on the website.

State Architect's Report

State Architect Stephan Castellanos noted passage of recent state and local school improvement bonds have made an additional \$10 billion available for school construction in California. He emphasized the importance of the Field Act and other building codes in protecting the state's school children and users of public buildings. However, he said, the increase in school construction projects necessitates DSA rethinking the way it does business in order to handle the growing workload and continue to ensure public safety.

Mr. Castellanos reported that the staff has initiated a number of improvements, including expansion of IT capacity to allow electronic plan review and document processing, creating a standard process for implementing the new model code and incorporating stakeholder input, refining analysis of financial impacts to recognize long-term cost benefits, building more partnerships, and incorporating principles of excellence in building projects. Mr. Castellanos observed that the overall goal of these efforts is to build better schools and public buildings in California. He noted DSA's proactive leadership can have a major influence on best practices in design and construction throughout California. He added that he looks forward to increasing collaboration with other state agencies and industry organizations.

Mr. Castellanos noted Governor Schwarzenegger has assembled nearly 300 people from throughout state government to form the California Performance Review, a group that is reviewing the role of each state agency, identifying important functions, and determining how the state should be doing business in the future. As part of that effort, focus groups are being created to examine issues related to the design and construction of schools and other infrastructure components.

Mr. Castellanos commented that this intense evaluation of state government should have a positive outcome in terms of defining key tasks and improving efficiency. He added that Governor Schwarzenegger has been taking a strong leadership role, which has brought a sense of excitement and innovative thinking to state government.

Mr. Castellanos noted DSA is in the process of revising the appeals process. He said that based on the recent appeal, DSA recognized there was a need to develop a formal process for resolving interpretation questions quickly and keeping track of past interpretations. DSA is also preparing a list of frequently asked questions which will be posted on the DSA website.

Mr. Castellanos said DSA is gearing up to handle the increased workload resulting from the last bond issue. He noted DSA will probably request additional staff and resources, and staff is currently working with the Department of General Services to develop a plan.

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1
2 Mr. Bellet* commented that DSA has approximately \$1.2 billion left over from
3 Proposition 47, so the \$10 billion in new funds will be sufficient to address California's
4 school construction needs for the next several years. He added that DSA is unlikely to
5 see huge numbers of new projects coming in because school districts lack resources to
6 begin new construction.

7
8 Mr. Castellanos noted DSA recently created a public outreach document to explain
9 DSA's mission and role. He said DSA has two primary roles: formulation of policy and
10 regulations, and enforcement. Over the past four years, DSA has been reorganizing to
11 focus on these tasks. As part of that effort, DSA created a special unit to develop policy
12 and regulations, and then train the staff to implement DSA's standards. DSA has also
13 formed staff teams to concentrate on enforcement in key areas, including structural
14 engineering, architecture, access, mechanical, electrical, and plumbing, and fire and life
15 safety. In addition, DSA has created uniform standards and procedures to ensure
16 consistency among the four regional offices. Mr. Castellanos noted Mr. Bellet is in
17 charge of integrating the two functions to incorporate lessons learned on the
18 enforcement side within the policy and regulations.

19
20 Mr. Dyson expressed support for efforts to unify the enforcement approach of the four
21 regional offices. He noted lack of consistency has been a problem for many years. Mr.
22 Castellanos described some of the organizational changes that will facilitate greater
23 consistency.

24
25 Mr. Charles Higuera asked if the state's budget problems have affected DSA's fee
26 revenues. Mr. Castellanos responded that recent budget hearings included some
27 discussion of fees. He said he emphasized the importance of maintaining those local
28 government funds to pay for school construction and ensure accessibility. Legislators
29 acknowledged that they had received a number of letters expressing concern about the
30 use of those funds, and their staff indicated the fees will probably be left intact.

31
32 Mr. Shields observed that DSA has a great deal going on internally in the organization,
33 and commended the staff for their hard work.

34
35 Mr. Peterson noted there were pieces of legislation last year pertaining to restroom
36 maintenance, and asked whether DSA has received any complaints. Mr. Castellanos
37 responded that restroom maintenance complaints are handled by OPSC.

38
39 Ms. Gonos noted the OPSC website provides a complaint form, and complaints are
40 processed by OPSC and referred to school districts for resolution. She noted OPSC
41 recently drafted regulations implementing the new law.

42
43 Mr. * asked about the status of DSA's process for converting existing buildings to
44 schools. Mr. Castellanos said DSA requested and received an exemption from the
45 freeze on new regulations. Mr. Richard Conrad stated that DSA received its first
46 conversion application during that past few weeks, and DSA has been told there are a
47 number of other applications being developed.

48
49 Ms. Gonos observed there are a couple of pending bills that would exempt community
50 colleges from the Field Act, and she asked Mr. Castellanos to elaborate on those
51 proposals. Mr. Castellanos said he met with the authors of the bills earlier that morning
52 to discuss the bills. He explained that the community colleges are interested in

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1 redefining DSA's role in the construction process to distinguish their facilities from K-12
2 schools. In response, DSA staff has been working with community college
3 representatives to create a separate system for them. Mr. Castellanos clarified that the
4 community colleges are seeking improvements to, rather than moving away from, the
5 Field Act.

6
7 Mr. Shields thanked Mr. Castellanos for his report.

Project Management Teams at DSA Headquarters

10
11 Mr. Bob Tetz discussed implementation of project management teams to increase
12 productivity and improve operations. He drew attention to his handout for a brief
13 description of the background and purpose, a sample project description worksheet,
14 and list of current projects.

15
16 Mr. Tetz explained that the purpose of the new Project Management Group is to help
17 resolve long-term procedural issues and problems. He noted that when the Energy
18 Management Division was dissolved, some experienced project managers were
19 reassigned to the headquarters staff. In turn, DSA developed a series of project
20 management techniques that can be applied to complex projects to produce clear
21 problem descriptions, agreed-upon schedules, well-defined processes and milestones,
22 and specified end products.

23
24 Mr. Tetz said Mr. Castellanos identified a list of 35 projects, of which 17 still need to be
25 completed. He noted that using the project management system, each project will be
26 justified in statute and/or policy, assigned appropriate resources, evaluated in terms of
27 potential risks and mitigation measures, and overseen by an executive sponsor who will
28 receive regular status reports.

29
30 Mr. Tetz reviewed the completed "Proposition 55 Workload Assessment Project
31 Description" to illustrate the various steps in the process. He said the end result of the
32 project management process will be more accurate workload projections for DSA.

33
34 Mr. Tetz encouraged Board members to review the list of pending projects and provide
35 input to the staff contact people. He noted Board and stakeholder feedback is important
36 in ensuring appropriate resolutions for each issue.

37
38 Mr. Tetz invited Mr. David Noronha to provide an update on DSA's virtual office pilot
39 projects.

40
41 Mr. Noronha gave an overview of how DSA is handling electronic project submittals,
42 plan review, back checks, changes, field review, and storage issues. He reported that
43 DSA has been involved in 17 pilot projects over the past few years. Mr. Noronha
44 described the types of documents used in DSA projects and the kinds of processes that
45 can be done electronically. He noted the virtual office presents opportunities for
46 enhanced information exchange, collaboration, viewing and marking of documents,
47 electronic funds transfer, and handling of forms, data, and signatures. He drew
48 attention to his written report for a summary of DSA pilot projects.

49
50 Mr. Peterson noted county offices of education currently require a letter of approval from
51 DSA for school construction project drawings. He asked if electronic letters of approval
52 were possible. Mr. Castellanos said the staff is working on electronic signature

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1 capabilities and digital letters of approval.

2
3 Mr. * asked whether documents related to specific school projects can be accessed as
4 PDF files. Mr. Noronha responded that DSA was able to scan complete record sets for
5 the pilot projects and produce PDF files.

6
7 Mr. Shields thanked Mr. Tetz and Mr. Noronha for the update.

New Business

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9
10
11 Mr. Shields invited Mr. Duwayne Brooks to provide an update on the Department of
12 Education's activities.

13
14 Mr. Brooks said the Department of Education, like DSA, is facing significant challenges
15 because of the state budget and the California Performance Review. He noted this re-
16 evaluation of current practices has led to questioning of the Field Act, prevailing wage,
17 and other accepted practices.

Legislative Update

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19
20
21 Mr. Shields noted that although Mr. Bruce Magnani was not able to attend the meeting,
22 Tab 6 of the meeting packet contains a summary of bills affecting DSA.

23
24 In addition to the bills on the list provided to the Board, Mr. Bellet noted that AB 1790
25 (Corbett), proposes that future bond funds be provided for seismic safety upgrades for
26 schools constructed prior to 1976 if they are located within ten kilometers of an active
27 fault. He recommended that Board members may want to stay apprised of this bill's
28 status.

Schedule Upcoming Committee and Board Meetings

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30
31
32 Mr. Shields drew attention to the calendar under Tab 11 of the meeting packet and
33 asked Committee Chairs to select dates for the meetings during the next quarter.

34
35 Mr. Shields said he talked with Mr. Castellanos about holding meetings in locations
36 other than Sacramento. He encouraged committees to consider meeting in other cities
37 and regions of the state. He also suggested having presentations on items of common
38 interest. He invited Board members to propose topics so the staff can arrange
39 appropriate speakers.

40
41 After some discussion, Board members agreed on the following schedule:

- 42 • April 16, 2004, Universal Design Committee
- 43 • April 21, 2004, Building Standards Committee
- 44 • May 4, 2004, Excellence Committee
- 45 • May 12, 2004, Safety and Emergency Response Committee
- 46 • May 19, 2004, Policies and Procedures Committee
- 47 • May 26, 2004, Universal Design Committee
- 48 • June 3, 2004, Inspector Committee
- 49 • June 18, 2004, DSA Advisory Board Quarterly Meeting
- 50 • September 16 and 17, 2004, DSA Advisory Board Quarterly Meeting
- 51 • Delivery Systems Committee: to be determined

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Information Items

Mr. Shields drew attention to the updated Board and Committee rosters at the back of the meeting packet.

New Business (Continued)

Mr. Robert Wiblo, National Conference of States on Building Codes and Standards (NCSBCS), said he worked with the staff to look at models of regulatory efficiency and use of information technology to enhance DSA and DGS operations. He noted a number of other states are beginning to develop interoperable systems using information technology. He defined interoperability as the ability of state and local jurisdictions to purchase software to handle their applications and still work compatibly together. Mr. Wiblo said that NCSBCS recently formed a group of software industry professionals to focus specifically on interoperability issues. He promised to keep the DSA Advisory Board apprised of these efforts.

Good of the Meeting

There were no other items brought to the attention of the DSA Advisory Board.

Comments from the Board and Audience

There were no additional comments from Board or audience members.

Adjournment

There being no further business, a motion was made and seconded that the meeting be adjourned. The meeting was adjourned at 2:51 p.m.

Respectfully Submitted,

John Vester
Interim Executive Director